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EXECUTIVE FOR ADMINISTRATION

1. Is principal staff officer of the Director for administration of all CIA activities.
2. Coordinates administrative support with operational requirements.
3. Is the channel of communication with the Deputy Director and the Director on matters which involve administrative action or support requirements.
4. Provides and controls CIA liaison contacts with all other agencies on CIA administrative matters.
5. Supervises the organizational and functional development of the Agency.
6. Serves as Deputy Director in the absence of that official.

DEPUTY EXECUTIVE FOR ADMINISTRATION

1. Performs such duties as are assigned by the Executive for Administration.
2. Services as Executive for Administration in the absence of that official.
3. Is authorized to exercise the authorities legally delegated to the Executive for Administration to the extent authorized in writing by the Executive for Administration.

BUDGET OFFICER

1. In coordination with the Management Officer and in continual consultation with CIA activities, constantly ascertains and develops annual budget requirements throughout each year.
 2. Prepares annual budget and handles all CIA budget matters with Bureau of the Budget and other agencies.
 3. Furnishes accounting and fiscal support to CIA.
 4. Coordinates with Management Officer in establishment of personnel ceilings.
 5. Interprets rules, regulations, and procedures of the General Accounting Office, Treasury Department, and Bureau of the Budget as need arises in the administration of CIA.
 6. Obtains and maintains for operational and intelligence information needs, information relative to world-wide monetary rates and
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SERVICES OFFICER

1. Furnishes logistical support to CIA activities.
2. Prescribes property accounting procedures and maintains property accounts.
3. Procures supplies, equipment and real estate, and provides warehousing, storage, transportation facilities, building and telephone maintenance, space control, and construction service.
4. Provides reproduction, domestic telephone, graphics, and allied services.

PERSONNEL OFFICER

1. Provides an adequate procurement and placement program to meet CIA personnel requirements.
2. Arranges for detail of military personnel from the armed services to provide reasonable representation in and to meet CIA needs.
3. Plans and effects a classification and salary administration program.
4. Provides training and indoctrination for CIA employees as needed.
5. Maintains personnel position control system to reflect budgetary, classification, and organizational status of all positions.
6. Provides medical and employee relations services.

MANAGEMENT OFFICER

1. In conjunction with the operating offices of CIA, develops organization and functions to best carry out agency responsibilities, and makes recommendations to effect improved organization and functions and eliminate unnecessary overlaps or duplications.
2. Reviews continuously the organization and functions of CIA, ascertains manpower and organizational needs and prepares final tables of organization for approval.
3. Coordinates administrative support with program operations through the interrelating of administrative service and operational program planning.
4. In conjunction with the Budget Officer establishes personnel ceilings for operating offices and staff activities, and supervises the overall allocation of personnel.

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5. Provides overall agency operations analysis and uniform reporting and forms control.
6. Conducts overall management surveys and procedural review.
7. Consults with Budget Officer in the development and preparation of the Agency budget estimates.

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